

Instructions for Completing the FNS-10 Report

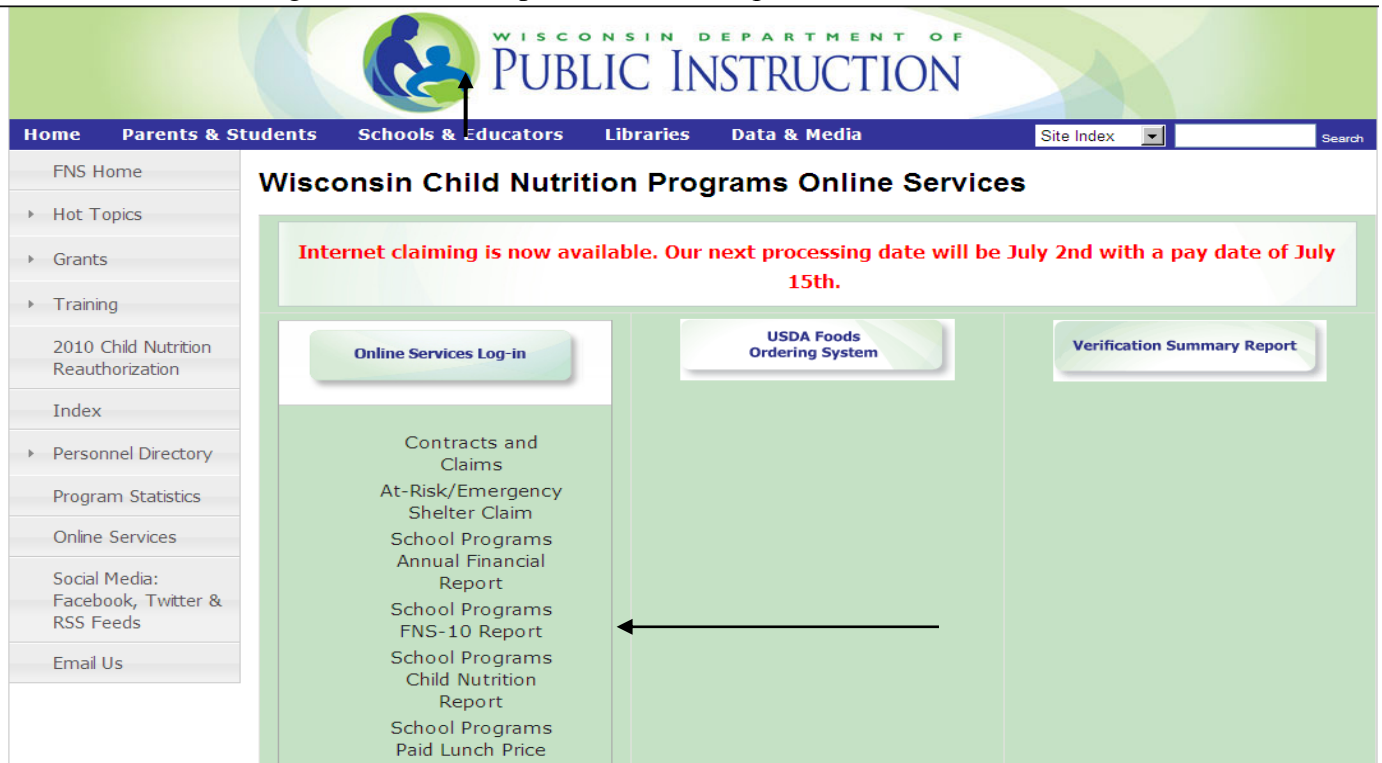
- 1) **Open your Internet Browser.** You may use either Internet Explorer or Netscape. Screens WILL appear differently for each. Internet Explorer is recommended but data will be accepted from either.

Enter web address link in box toward the top of the screen. Type in the following EXACTLY:
http://fns.dpi.wi.gov/fns_online Press 'Enter' to go to site.

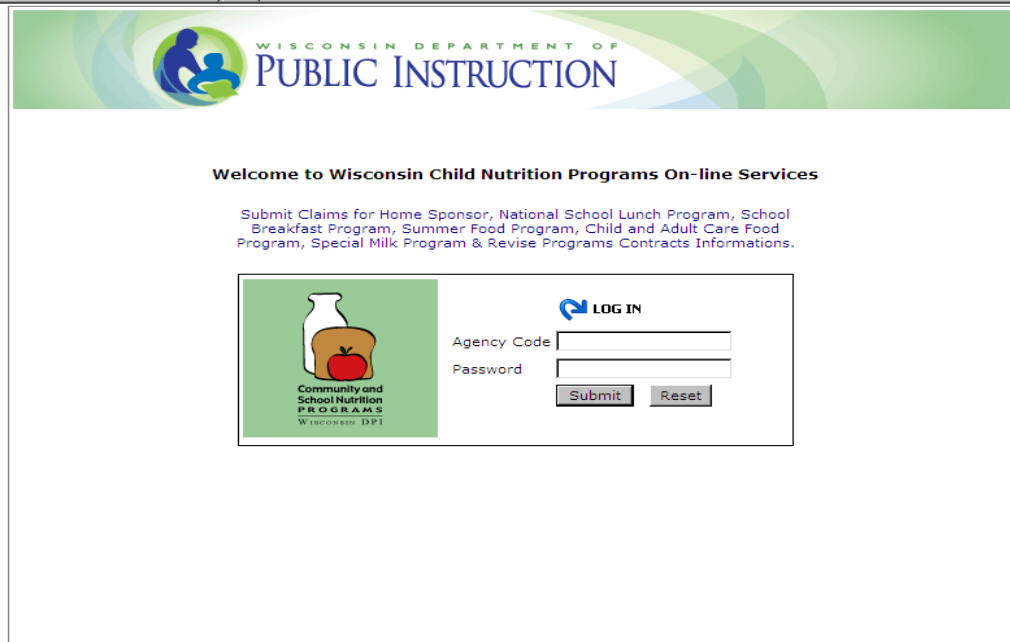
- 2) Click on the “*On-line Services Log-in*” button.



- 3) Select “School Programs FNS-10 Report” from the drop-down menu.



- 4) Enter your School Agency Code and password used for claiming under the National School Lunch Program.




The screenshot shows the login page for the Wisconsin Department of Public Instruction's Child Nutrition Programs. At the top is the department's logo. Below it, a welcome message is followed by a list of programs: Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program, and a link to revise program contract information. A login box on the left contains a logo for Community and School Nutrition Programs and a 'LOG IN' button. To the right of the logo are input fields for 'Agency Code' and 'Password', with 'Submit' and 'Reset' buttons below them.

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Welcome to Wisconsin Child Nutrition Programs On-line Services

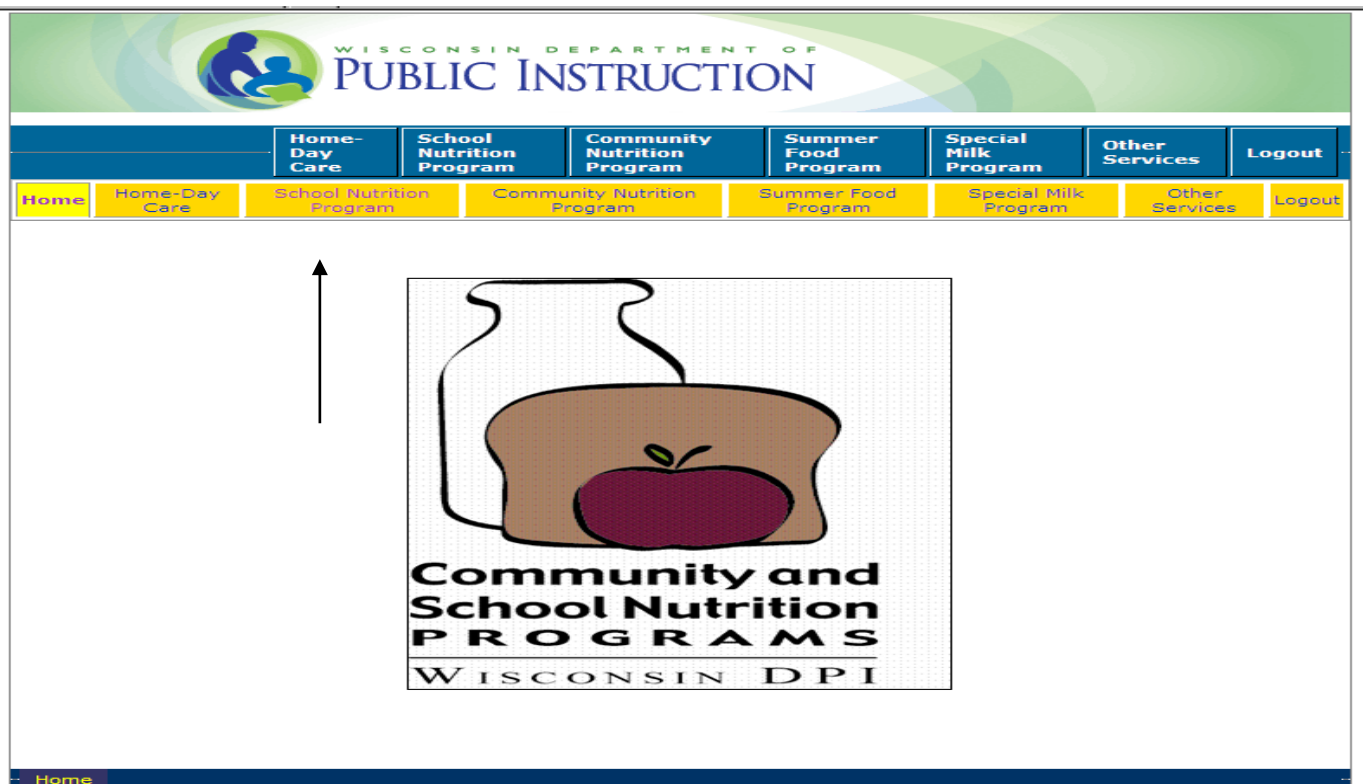
Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations.

 **LOG IN**


Agency Code

Password

- 5) Click on School Nutrition Programs.



6) Click on State Programs' Annual Claim and Reporting.



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care

School Nutrition Program

Community Nutrition Program

Summer Food Program

Special Milk Program

Other Services

Logout


Home

School Nutrition Program

Monthly Reimbursement Claim


State Programs' Annual Claim & Reporting

Contract



Home

7) Click on FNS10 Report.



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PUBLIC INSTRUCTION

Home-Day Care

School Nutrition Program

Community Nutrition Program

Summer Food Program

Special Milk Program

Other Services

Logout

Home

School Nutrition Program

State Programs' Annual Claim & Reporting

Wisconsin School Day Milk Program

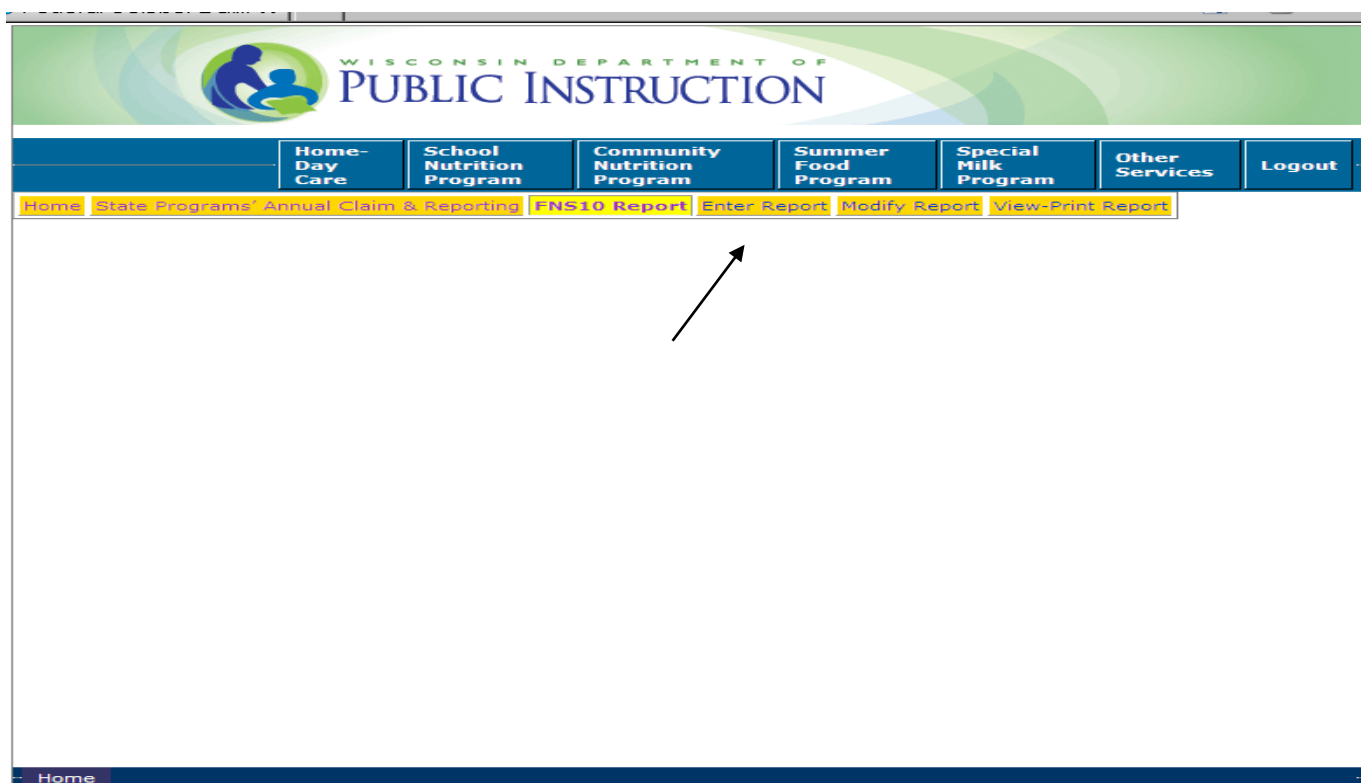
Elderly Nutrition Program

Annual Financial Report

FNS10 Report

Home

8) Click on Enter Report.



9) Enter your enrollment, and the number of free, and reduced students enrolled at your district.

A screenshot of the FNS-10 Report form for Crandon School District. The form is titled 'Federal October Data (FNS-10 Report) [Submit - Federal Year 2015]'. It includes a section for '211218 - Crandon School District' with a detailed explanation of the FNS-10 form and a note that data must be reported as of the last day of operation in October. The form contains three input fields for enrollment and lunch data: 'Total Number of Students Enrolled in NSLP', 'Total Students approved for Free Lunches', and 'Total Students approved for Reduced Price Lunches'. Below these fields is a 'CERTIFICATION' section with a checkbox for 'I HEREBY CERTIFY' and a 'Submit' button.

Special Provisions Reporting:

For **Community Eligibility Provision (CEP)**, The FREE percentage used to claim meals (ISP X 1.6) in the LEA/School should be applied to the current October enrollment number to estimate the number of children approved for FREE lunches. CEP LEAs do not report REDUCED PRICE data. Enter "0" for reduced price.

Mixed districts will have reduced price numbers to report from the NON-CEP sites only.

If reporting numbers for **Provision 2- BASE YEAR**, school data are reported for October just as they are during standard meal counting and claiming procedures.

If reporting numbers for **Provision 2-NON-BASE YEAR**, The FREE percentage used to claim meals in an LEA/school should be applied to the current October enrollment number to estimate the number of children approved for FREE lunches. In addition, the REDUCED percentage used to claim meals in the LEA/School should be applied to the current October enrollment number to estimate the number of children approved for REDUCED PRICE lunches.

10) Click Submit to submit your report.

11) Click Logout to exit the Internet page.